

AUTHORIZED PAYROLL CONTACT

Company Name

Payroll Administrator(s): (Will be the main contact person for your day to day payroll issues and activities. The Payroll Administrator should be someone who processes your payroll information for your company, who has access to all your payroll information and who can answer questions on the company's behalf regarding details of your company's payroll).

We will only discuss details of payroll with authorized contacts, employees should contact their company's Payroll Administrator with any questions or concerns regarding their check.

Payroll Contact: _____

E-mail Address: _____ Phone Number: _____ Ext.: _____

Payroll Contact: _____

E-mail Address: _____ Phone Number: _____ Ext.: _____

You must contact us immediately of any changes in Payroll Administrator Authorization

Signature:

Title: _____